

Administrator University

(Proposed Spring 2010)

All classes start at 8:30am and end at 4:00pm with one AM 15 minutes break, one PM 15 minute break and lunch scheduled from 11:45am to 12:45pm. Classes are scheduled predominantly on Thursdays in the Construction Industry Board room at Shepherd Mall, Oklahoma City. There are some Tuesday classes due to room availability. Days 4, 8, 12 are scheduled in Tulsa at varying locations.

	<i>Topic</i>	<i>Hours</i>	<i>Instructor</i>
Day 1	Thursday, Jan. 28th, Shepard Mall		
	<i>Introduction to Admin University</i>		
AM	Introduction to Admin U. Course Requirements Internet Resources & Study Guides Importance of Effective Leadership in Long Term Care	0.75	Gaylord "Z" Thomas
	OSBELTCA Rules & Regulations <u>National Association of Administrators Board*</u>	0.75 1.5	Jeannie Gault Nancy Atkinson
	<i>Introduction to AIT*</i>		
PM	Preceptor requirements and selection Assessment of needs	1.5	Stella Church
	Required Hours/Documentation Understanding the Domains of Practice	1.5	Jeannie Gault
Day 2	Thursday, Feb. 4th, Shepard Mall		
	<i>Leadership & Professionalism</i>		
AM	Leadership (Roles & Styles)	1.5	Robert Lane
	<u>Communicating Across Generations & Dimensions*</u>	1.5	Robert Lane
PM	Everything that You Ever Wanted to Know About the Legislative Process- But were Afraid to Ask <u>OAHCP & AHCA*</u>	1.5	Becky Moore
	Professionalism and the Code of Ethics <u>OKAHSA & AAHSA*</u>	1.5	Mary Brinkley

Day 3 Thursday, Feb. 11th, Shepard Mall

<i>Finance</i>			
AM	Financial Management	1.5	Chris Murphy
	Cost Reports	1.5	Lori Brunholtz
PM	Trust Accounts & Audits	.75	LaQueda Viewins
	Social Security Issues	.75	Shannon Richey
	Food Safety & Sanitation	1.5	Leeta Harris

Day 4 Thursday, Feb. 18th Montereau in Warren Woods, 6800 S. Granite Ave., Tulsa

<i>Human Resources</i>			
AM	<u>State Staffing Requirements*</u> Hiring Management Skills	1.5	Larry Lebold
	Conflict Resolution	1.5	Larry Lebold
PM	Management skills	1.5	Larry Lebold
	Employment Rules	1.5	Larry Lebold

Day 5 Thursday, Feb.25 , Shepard Mall

<i>Operations</i>			
AM	Nutrition & Food Service	1.5	Karen Gray
	Housekeeping/Laundry/Maintenance	1.5	<u>Karen Gray*</u>
PM	Activities/Social Services	1.5	Linda Kimmel
	Admissions, Transfers & Discharges	1.5	Michelle Raney

Day 6 Tuesday, March 2nd, Shepard Mall

<i>Resident Care Services I</i>			
AM	Purpose, Organization & Personnel Understanding the Aging Process	1.5	Jeannie Gault
	Diseases associated with Aging	1.5	Jeannie Gault

PM	Nursing Policies & Procedures QA for resident care services	1.5	Jeannie Gault
	Creating the Ultimate partnership	1.5	Jeannie Gault

Day 7 Tuesday, March 9th, Shepard Mall

<i>Specialized Services I - ICF/MR</i>			
AM	Overview & Issues of the Developmental Disabilities System in Oklahoma	1.5	Judy Goodwin
	Client Protection Active Treatment	1.5	Mia Monroe-Smith
PM	ICF/MR Survey Protocol Preventative & General Medical Care	1.5	Linda Kimmel
	Individual Program Plans	1.5	Linda Kimmel

Day 8 (Tulsa) Thursday, March 18th, University Village Theatre, 8555 S. Lewis, Tulsa

<i>Life Safety Code</i>			
AM	Life Safety Code	1.5	Jim Jakubovitz
	Life Safety Code	1.5	Jim Jakubovitz
PM	Physical Plant Regulations	1.5	Jim Jakubovitz
	Emergency Preparedness	1.5	Vanessa Neal

Day 9 Thursday, March 25th, Shepard Mall

<i>Resident Care Services II</i>			
AM	Minimum Data Set (MDS) Process	1.5	Marietta Lynch
	MDS Review & Automation	1.5	Marietta Lynch
PM	The Plan of Care	1.5	Marietta Lynch
	MDS & Medicare Reimbursement	1.5	BKD Rep

Day 10 Thursday, April 1st, Shepard Mall

<i>Specialized Services II</i>			
AM	TBA	2.0	Stacie Ware

	PASRR	1.0	Linda Moffatt Portia Hughes
PM	Dementia: The Role of the Caregiver	1.5	Mich Magness
	Dementia: The Role of the Caregiver	1.5	Mich Magness

Day 11 Thursday, April 8th, Shepard Mall

Resident's Right

AM	Resident's Rights & the Ombudsman Program	1.0	Esther Houser
	Attorney General's Fraud & Abuse Unit	0.75	Don Brown
	OSDH Incident Reporting Complaint Investigations	1.25	Patty Scott
PM	Long Term Care Investigations Unit Abuse Prevention, Identification, Reporting, Investigation	1.0	Janine McCullough
		0.50	Janine McCullough Rebekah McGowan
	Abuse Prevention, Identification, Reporting, Investigation	1.50	Janine McCullough Rebekah McGowan

Day 12 (Tulsa) Thursday, April 15th, University Village Theatre, 8555 S. Lewis Ave.

Risk Management

AM	Medication Management	1.5	Jim Jakubovitz
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PM	Resident Falls: Risks and Prevention Use of Restraints	1.5	Jim Jakubovitz
	Helping Residents & Families Cope with Transition	1.5	Karen Stanhope

Day 13 Thursday, April 22nd, Shepard Mall

Over view State & Federal Rules & Statutes & Survey Process

AM	Federal Registry Rules & Statutes (including the Nursing
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	Home Care Act, SOM and Internet Resources)	1.5	Mary Fleming
	Overview of LTC Survey Protocol Licenses & Certificates of Need	1.0 0.5	Mary Fleming Darlene Simmons
PM	Scope & Severity <u>Substantial compliance & Substandard Quality of Care*</u> Overview of Immediate Jeopardy	1.5	Jerry Taylor
	Sanctions/Enforcement Understanding & Writing a Plan of Correction	1.5	Jerry Taylor

Day 14 Thursday, April 29th, Shepard Mall

Medication Administration

AM	Pharmaceutical Issues and Drug Diversion	1.5	Melton Edminsten
	Consultant Pharmacist Drug Regime Review	1.5	Melton Edminsten
PM	Certified Medication Aide Rules	1.0	Lisa McAlister, RN
	CMA Rules (cont) & LTC Registry Checks for Residents & Staff	2.0	Lisa McAlister, RN

Day 15 Tuesday, May 4th, Shepard Mall

AM	<i>Quality Assurance</i> <u>Comparing and Controlling Quality</u> Quality Improvement Methodology Project Design	1.0 0.5	<u>Robert Lane*</u> Lisa Bewley
	Quality Improvement Methodology Project Design	1.5	Lisa Bewley
PM	CMS Star rating system	1.5	Nancy Atkinson
	My InnerView (OHCA)	1.5	Jennifer Wynn Dena Marchbanks

Day 16 **Tuesday, May 11th, Shepard Mall**

Culture Change

AM	Culture Change (Resident Centered Care)	1.5	Vanessa Neal
	Culture Change (Resident Centered Care)	1.5	Vanessa Neal
	<i>End of Life</i>		
PM	End of Life Issues	.75	Gary Wheeler
	Hospice in LTC	.75	Gary Wheeler (Stella Church)
	Advance Directives & DNRs	1.5	TBA

Day 17 **Tuesday, May 18th, Shepard Mall**

AM	Infection Control	1.0	Dr. O Connor
	Medical Director	0.5	Dr. O Connor
	Standards of Practice Review	1.5	Dr. O Connor
PM	<i>State Standards Review</i>	3.0	Gaylord Z. Thomas

Day 18 **Thursday, May 20th, Shepard Mall**

AM	Assisted Living	1.5	TBA
PM	<i>State Standards Test</i>		